

**ADMINISTRATIVE OFFICE OF THE COURTS**  
**MARYLAND JUDICIAL CENTER**  
**580 TAYLOR AVENUE**  
**ANNAPOLIS, MARYLAND 21401**

May 18, 2008

Re: Request for Proposal K07-7095-25I  
*Consultant Service for Statewide Child Welfare Database System*

**AMENDMENT # 4**

Dear Interested Party:

**The Administrative Office of the Courts (AOC) hereby makes the following changes/clarifications to the above referenced Request for Proposal.**

1. The following consists of questions raised by participants at the Pre-Proposal Conference on April 11, 2007 and the answers herein provided by the Maryland Judiciary.

**Question:** Does the scope of the RFP include the “design, development, testing and implementation of approved functionality” by the vendor?

**Answer:** Yes

**Question:** What deliverables are required under section C.2 “Design, Development, Testing and Implementation?”

**Answer:** This section has been replaced, see section II. C items 1-4

**Question:** Where can we gain access to the “standards, processes, and procedures issued by the FCCIP technical and Statistics Oversight Subcommittees”, Referenced on page 4 of the RFP? Does FCCIP have any standard tools for capturing and managing requirements, project management, and testing?

**Answer:** See new language under section II B. Background.

**Question:** Does FCCIP have an existing system for collecting the reporting data? If so, please describe this system functionally and technically, ideally using a function point analysis.

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**Answer:** Yes we do. The system is vendor provided and is not part of the scope of this solicitation.

**Question:** If “design, development, testing, and implementation of approved functionality” is in scope:

- A. Would any data need to be migrated from the existing system to the new system?
- B. How is it expected that data is loaded into the system? Are there any interfaces expected? If so, please describe the expected characteristics of these interfaces (e.g. file transfer, real-time).

**Answer:** A. No data would need to be migrated.

B. We have an idea how the data will be loaded onto the system however, it is the analyst’s responsibility to provide options based on their analysis.

**Question:** Is the “Business Analyst” role also the “Sr. Business Systems Analyst” role? If not, please describe the “Business Analyst” role.

**Answer:** The role throughout the solicitation should be Senior Systems Analyst.

**Question:** Will the vendor be responsible for gaining “Written approval to proceed... from the Administrative Office of the Courts”? And for “acceptance of the system by the Advisory Committee”?

**Answer:** The vendor will be working closely with the decision makers (FCCIP, Statistics Sub Committee, Advisory Committee).

**Question:** Can we propose more than one person to fulfill the “Sr. Business Systems Analyst” role, and Business Analyst” role if it is in addition to the Sr. Business Systems Analyst?

**Answer:** Project require Senior Systems Analyst only.

**Question:** Can we receive a list of attendees at the bidders conference?

**Answer:** List included with this amendment.

**Question:** Per RFP. Section C, subparagraph 2- Design, Development, Testing, and Implementation.

The Paragraph suggests multiple cycles of Design, Development, Testing, and Implementation. Is the contractor to propose an effort based on multiple cycle? Or does the estimated duration and hours per skill set already include these assumptions?

**Answer:** There is only one cycle. All these are stages of the SDLC. See revision for clarification.

**Question:** Appendix 1, Section 1 Scope of Contract, Subsection 1.1 - IBM Informix Dynamic Server Enterprise ED Version 9.4 Concession LIC/SW Maintenance and Assurance Open-line Support for IDS 9.4.

Is the cost for this license agreement also to be proposed in the price proposal i.e. Bid work sheet? And is the entire price proposal also to be stated in Appendix 1, Section 3 Consideration and payment, Subsection 3.1?

**Answer:** IBM Informix Dynamic Server Enterprise ED Version (.4 concession LIC/SW Maintenance and Assurance Open-line Support for IDS 9.4 is not required. Please revision

for clarification.

**Question:** In the background of project, it is mentioned that the FCCIP staff and subcommittees will provide coordination, child welfare expertise, training, and technical assistance for the project. Is this training period part of the time line provided under section E Period of Performance? If so, kindly provide an approximate duration of the anticipated training?

**Answer:** Yes. It will not take longer than a week at the start of the project.

**Question:** Section F- Technical Proposal Contents do not specify any "Understanding of Requirements/Work" as well as "Proposed Solution" (but, these are included in the section III C. Evaluation Criteria). Could this be explained?

**Answer:** First paragraph in Section F states "but not limited to.." This list was not meant to be exhaustive.

**Question:** Under Section III B. Price Proposal Requirements, it is mentioned that the cost for each phase and total cost must be provided. Does this refer to SDLC Phases (Initiation, Scope Determination, ... To Project Closure) or the two engagements phases described in RFP such as 1. Initiation, Planning, and Requirements Definition & 2. Design, Development, Testing, and Implementation? Kindly clarify.

**Answer:** See revised Solicitation for clarification.

**Question:** AIX operating system experience has been mentioned as a requisite for the proposed resources and/or contracting company? Can experience in other versions of UNIX be sufficient?

**Answer:** Yes. See revised solicitation for clarification.

**Question:** I believe under the engagement 2 there is no development or implementation as discussed during the pre-bid meeting. Could you please explain exactly the role of the reporter?

**Answer:** A reporter is not required for this project.

**Question:** If it is fixed price we anticipate the hours estimated will be given by the vendor but in this case it is specified by AOC with the labor category and hours estimate. It looks like this is straightforward time and labor. Could you please let us know how you will address this issue?

**Answer:** See revised Bid Worksheet

**Question:** The labor category has been mentioned as system analyst, data analyst, business analyst and business process re-engineering. It is hard to find all these combination in one person. Could you please give us a one concrete labor category to work with otherwise we can call it one expert matter labor category

**Answer:** This is to be a Senior Systems Analyst.

**Question:** It is possible to get the two MJ-EEO PDF attachments as Word documents to include them directly into the proposal?

**Answer:** Forms can be located on line @ [www.courts.state.md.us](http://www.courts.state.md.us) under this proposal.

**Question:** The MJ-EEO-003 and MJ-EEO-004 are to be included only in the Financial Proposal as they contain financial data or should they be included in the Technical Proposal also. Can they be referenced in the narrative and attached as Appendices?

**Answer:** The MJ-EEO-003 and MJ-EEO-004 should be included with the RFP packet as a separate form.

**Question:** The RFP (pg. 15 of the RFP) references the cost for each phase and total cost, however, the actual Financial Worksheet (pg. 17 of the RFP) references Unit and Extension only. To ensure we are responsive, we added a narrative section with the Phase Cost/Hours for each position during the first 8-12 months, then an extension amount if a subsequent year is added and assumed the Report Developer would be 2000 hours for this subsequent extension. Is this correct, as extension is not defined in the RFP.

**Answer:** See revised Bid Worksheet..

**Question:** Another alternative would be to clarify the worksheet to be the following columns

Unit Cost(Hourly) Phase I Hours/Cost Phase II Hours/Cost Total?

Please clarify these two sections.

**Answer:** See revised Bid Worksheet.

**2)** A request for proposal with the revisions incorporated is included with this amendment. All revisions are italicized and underlined.

These are the only changes contemplated by Amendment # 4. All other specifications, terms and conditions of the Request for Proposals remain the same.

Sincerely,

Lisa Peters  
Procurement Specialist